



Training Opportunity

Course Title:	Civilian Travel Regulations (TDY)
Date(s)/Time:	18-19 Feb 2004 8am to 4pm
Location:	Ft. Benning, Building 6, Classroom 225
Tuition:	\$300
Vendor:	Graduate School USDA
Course Manager:	Marsha Samples 356-842-6543/DSN 788-6543 marsha.samples@us.army.mil
Cancellation Policy	Cancellations are permitted until the registration deadline of 17 Jan 2004; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date

Who Should Attend:

Anyone involved in authorizing, approving, processing, auditing and paying for travel in accordance with the JTR – Vol. 2 for civilian employees with DOD.

Course Description:

The following topics will be covered:

- Travel authorizations, advances and vouchers
- Use of rental cars
- Per diem allowances
- Contract air fares
- Miscellaneous expenses
- Emergency travel
- Government Lodging

Registration Information:

Registration Deadline: 17 Jan 2004

Follow your organization's procedures for securing approval to attend this program. To obtain space in this program, submit a completed payment authorization sheet available [here](#) to the course manager by the registration deadline.

Additional Information:

Individuals requiring special accommodations should notify the course manager at the time of registration.